



Metropolitan Government of Nashville and Davidson County

Employee Grievance Form

Pursuant to Civil Service Rule, Section 6.9, Employee Grievances, every employee shall have the right to present his grievance under the provisions of the grievance procedures free from fear, interference, restraint, discrimination, coercion or reprisal. Employee grievances are to be addressed promptly, fairly and at the lowest level possible within the organization. If employees are not satisfied with the outcome, after following the procedures outlined in Civil Service Rule, Section 6.9, the grievance may then be filed with the Civil Service Commission.

(insert date) Written complaint received by the Departmental H/R Coordinator (attach Complaint Form)
- within ten (10) calendar days of initial discussion with Supervisor

(insert date) Written response received from the Departmental H/R Coordinator (attach)
- within ten (10) calendar days from written complaint filed with Supervisor

(insert date) Written grievance appealed to Appointing Authority (attach)
- within ten (10) calendar days of receiving the Departmental H/R Coordinator decision

(insert date) Written response received from the Department Appointing Authority (attach)
- within ten (10) calendar days from forward date to Department Appointing Authority

Note: The time constraints referred to throughout the grievance section were included to assure a swift yet fair grievance process. They may be extended by mutual agreement.

REVIEW BY THE CIVIL SERVICE COMMISSION

Employees may request a hearing before the Civil Service Commission by filing a grievance with the Human Resources Director **and** providing a copy to the employee's Departmental Human Resources Coordinator. The Grievance Form and Complaint Form are to be completed prior to the Human Resources Director filing the appeal with the Civil Service Commission for review and potential hearing. After completing these forms, they should be mailed or delivered directly to:

**Human Resources Director
Human Resources Department
222 3rd Ave. North Suite 200
Nashville, TN. 37201
Telephone (615) 862-6640**

____ Written grievance forwarded to the Human Resources Director (attach).
(insert date) - within ten (10) calendar days of receiving the Appointing Authority's final decision

Are you Represented?: . Yes ____ . No ____

____ Phone:____
(Name and Title)

FOR CIVIL SERVICE OFFICE USE ONLY:

____ Written request received by the Human Resources Director (attach).
(insert date)

____ Grievance packet and report forwarded to the Civil Service Commission (attach).
(insert date)

____ Schedule with Administrative Law Judge for initial order.
(insert date)

____ Civil Service Commission Final Order hearing (attach minutes).
(insert date)

____ File Closed (attach closure documents).
(insert date)